



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, HONOLULU
FORT SHAFTER, HAWAII 96858-5440

CEPOH-LM (loo)

23 September 2002

COMMANDER'S POLICY MEMORANDUM #8

SUBJECT: Command Supply Discipline Program and Policy

1. Purpose: To provide policy and guidance on the Honolulu District's Command Supply Discipline Program (CSDP). The purpose of the CSDP is to strengthen supply discipline, improve resource stewardship, and maintain an efficient property accountability program.

2. References:

a. U.S. Army Corps of Engineers, Engineer Inspector General Inspection Report: Property Accountability, 30 June 1999.

b. AR 735-5 10 Jun 02, Policies and Procedures for Property Accountability.

c. AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level.

d. ER 700-1-1, 2 Oct 02, US Army Corps of Engineers Supply Policies and Procedures.

3. Commander's Intent: My intent is that the District plan, purchase, and maintain supplies and equipment needed to remain abreast of technological developments and improve our efficiency and effectiveness. However, I want you to remember that every dollar we spend in this regard is customer money. Each member of the District is accountable to care for and safeguard Government property and supplies, and to use these resources prudently.

4. Responsibilities: The Chief, Logistics Management Office (LMO) will establish Standing Operating Procedures (SOPs) and policies to ensure adequate internal controls exist to ensure proper requisitioning, receipt, accountability, inventory, maintenance, safeguarding, and life cycle management of supplies and equipment. SOPs and policies will be in accordance with the references in 2a - d. In particular, I want the LMO to establish a solid process to ensure that purchases of supplies and equipment occur only with proper authorization. The LMO Property Book Officer (PBO) will establish a schedule for Hand Receipt Holders (HRH) to conduct property inventories, and post this schedule to the District's long range calendar. The PBO will designate HRH in writing. First-line supervisors will serve as HRH; however, the PBO has flexibility in designating HRH at remote sites (Palau and Kwajalein Resident Offices). The Chief, LMO will schedule monthly walk-throughs on the District long-range calendar.

CEPOH-LM (100)

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5. Policy:

a. Stewardship of Resources. I want the District to look like the professional organization it is, with the tools needed to meet today's information and technology requirements. However, we must acquire and maintain these resources to the strictest standards of prudence and stewardship. There is no room for waste, fraud, or abuse.

b. Property Accountability. HRH will sign for property from the PBO, IAW paragraph 4. Following this, HRH will further sub-hand receipt property to the user level. HRH are accountable to inventory their property according to the schedule published by the PBO; HRH will utilize scanners and bar code labels to perform these inventories.

c. Excess Property. I expect HRH to turn-in property that is excess, has exceeded its useful life, or is unserviceable as quickly as possible. Help me create a professional looking work environment for the District.

6. My commitment to you is to make the Honolulu District the best place for the best people to work. I solicit your daily involvement in property accountability to ensure that we realize full benefit from funds we spend to this end.



DAVID C. PRESS
Lieutenant Colonel, EN
Commanding

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